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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

THIS MEMO HAS BEEN REPLACED BY MEMO# [2012-42](#)

July 31, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-03

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Offset and Recoupment of Overpaid Wages

Beginning pay period 17 2006, the Office of State Uniform Payroll (OSUP) will assume responsibility for creating all offsets and recoupments for system overpaid wages. Offset wage types will remain the same; however, agency permissibility for these wage types will end with pay period 16 2006. New wage type values will be assigned to recoupment wage types as shown below:

OLD WAGE TYPE	NEW WAGE TYPE	TEXT
0120	0266	Recoup RegEarns O/P
0117	0286	Recoup SpecPay O/P
0119	0296	Recoup TermPay O/P
0118	0306	Recoup OT for O/P

Agencies must complete the following steps prior to notifying OSUP of the need to create/enter an offset and recoupment:

1. Make all Master and/or Time data corrections
2. Identify the overpayment amount and type of wages. Refer to ISIS HR bulletin board article "New Differences Variant Also Available on ZY08", issued 04/07/06, and ISIS Memorandum #06-027, dated 02/10/06
3. Determine the amount to be deducted each pay period or the number of periods to be deducted

All requests for offset and recoupment processing must be submitted to OSUP in writing and can be faxed to (225) 219-4432 or sent via email to _doa-osup-garn@la.gov. These requests must include the following:

1. The employee's name and personnel number
2. The total overpayment amount
3. The applicable type of wages (regular, special, term and/or overtime) and the overpayment amount for each type
4. The amount to be repaid each period or the number of periods to have the overpayment deducted

Note: If a claim has already been generated on the employee as a result of an overpayment deduction, an offset cannot be processed. The agency must contact the ISIS HR Help Desk at (225) 342-2677 to clear the claim and set up the recoupment since different wage types must be used in this situation.

The old recoupment wage types are permissible through pay period 16 2006. Existing recoupments may continue until the recoupment of overpaid wages is completed in the ISIS HR system.

Questions regarding offsets and recoupments may be directed to a member of OSUP's Garnishment Administration Unit at (225) 342-5332.

JWC/LAO